



## **CITY OF SALINAS COUNCIL STAFF REPORT**

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**DATE:** APRIL 18, 2017

**DEPARTMENT:** PUBLIC WORKS

**FROM:** EDA HERRERA, ASSOCIATE ENGINEER

**TITLE:** MASTER SERVICES AGREEMENT FOR ON-CALL  
ARCHITECTURAL SERVICES

### RECOMMENDED MOTION:

A motion to approve a Resolution authorizing two Master Service Agreements, one with In Studio Architecture and the other with Gutierrez and Associates, for various facility-related Capital Improvement Program (CIP) projects.

### RECOMMENDATION:

The Public Works Department has identified a need to utilize more than the existing three on-call architecture consultants for various public works Capital Improvement Program (CIP) projects. The demand for facility upgrades, demolition and planning work has increased and the deadlines have become more aggressive. In an effort to address these demands, the City would like to add In Studio and Gutierrez and Associates to the existing on-call architecture list.

In Studio and Gutierrez and Associates submitted their Statement of Qualifications in May 2015 and are eligible to be added to the existing list. They ranked fourth and fifth in the evaluation process back in May 2015 and met all the needs of the City's qualifications. It is anticipated that the additional consultants will provide services for project design and construction support activities that may include, but are not limited to general consulting; project peer review; Architectural Services; Plan Checking, planning, and other tasks associated with designing City owned and operated Buildings.

### BACKGROUND:

On August 18, 2015, City Council approved three on-call architecture consultants for planning, design and construction support to upgrade/remodel City owned facilities. The City currently has consultant services agreements with three consultants; Kasavan Architects, Belli Architectural Group and WR&D Architects and have been working on designing projects since the approval in 2015.

Recently, the Public Works Department has identified the need to expand the on-call architecture consultants from three to five to meet the demands for completing the public works CIP projects

in a timely manner. Additionally the economy has generated a significant increase in the level of demand for architectural services in the private sector limiting our access to the selected vendors. In an effort to address that need, the Department proposes to select the fourth and fifth ranked architects to be added to the existing on-call consultant list.

The proposed two consultants, In Studio Architects and Gutierrez and Associates, confirmed that the statement of qualifications submitted 1.5 years ago has not changed. Under the terms of the Master Services Agreement set forth in the attachments, compensation will be provided on a project-by-project basis, with each project subject to review and approval by city staff. Consultants will be awarded projects based on an additional qualifications-based selection process as required by law.

The firms will provide services under the terms and conditions of the Master Services Agreement and work scope/cost negotiated by staff. Council will have the opportunity to review and approve any project should the total compensation due to each individual firm on any individual project exceed \$100,000. The Master Services agreement will end on August 19, 2020.

In Studio is a local business with their office in Salinas and Gutierrez and Associates in Oakland.

#### CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment.

#### STRATEGIC PLAN INITIATIVE:

The hiring of additional on-call Architect consultants will allow for several CIP projects to be completed in a timely manner to maintain and improve our community. This item relates to the Strategic plan of Well Planned City and Excellent infrastructure.

#### FISCAL AND SUSTAINABILITY IMPACT:

There is no immediate fiscal impact associated with the approval of the master services agreements. Costs associated with the consulting firms will be realized on a project basis and compensated using Council-approved CIP projects funds.

#### ATTACHMENTS:

Resolution  
In Studio Architecture Master Services Agreement  
Gutierrez and Associates Master Services Agreement